Mandatory Training for Trainees (MTT) Guide

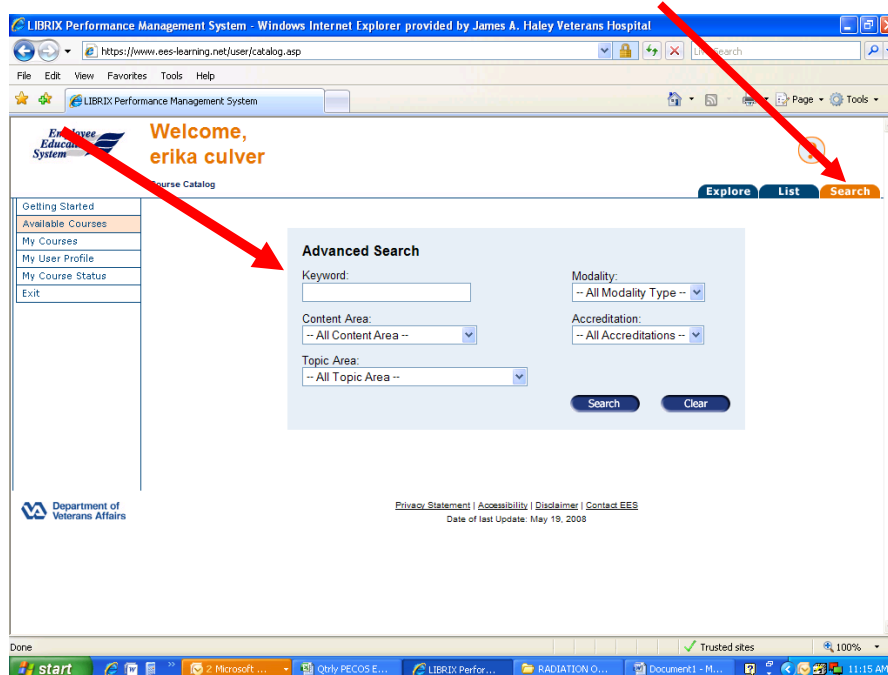Completing MTT via the Employee Education System Website

James A. Haley Veterans' Hospital

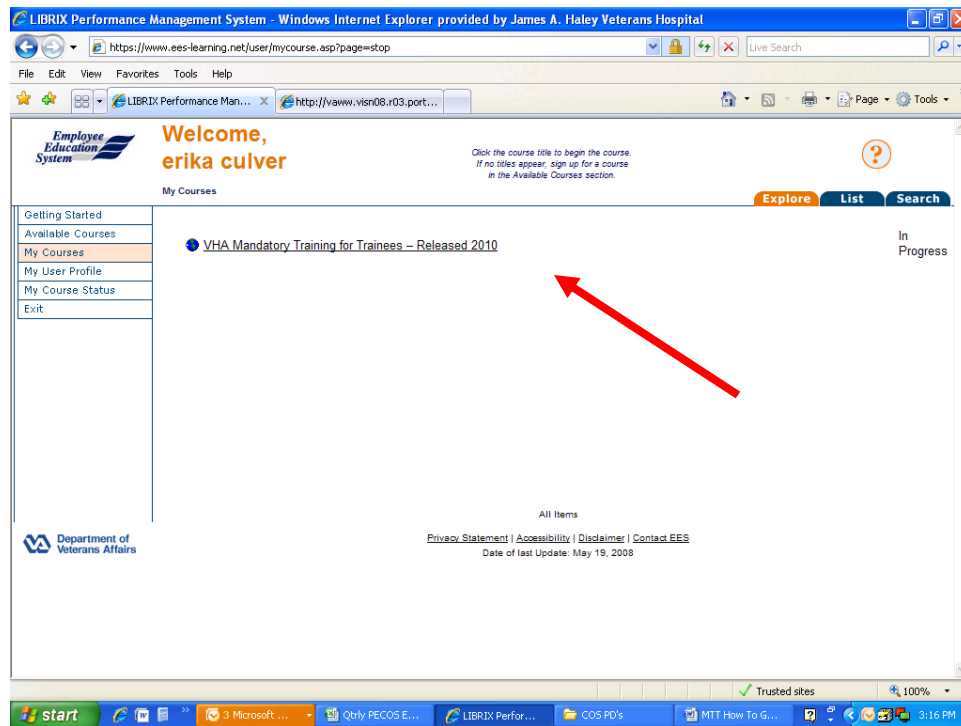13000 Bruce B. Downs Blvd.

Tampa, FL 33612

1. Log on to the Employee Education System (EES) Librix On-Line Learning Website: https://www.ees-learning.net/librix/loginhtml.asp?v=librix.
2. Click 'First Time Users'. Next, click 'VA other', and complete the user information form (Occupation-Physician). Then select 'VHA'.
3. Create User Name/Password – enter your last name and service mail code, and '#' sign, (i.e. Culver11#). This can be used for both your username and password. Both codes must contain uppercase and lowercase letters, as well as a special character.
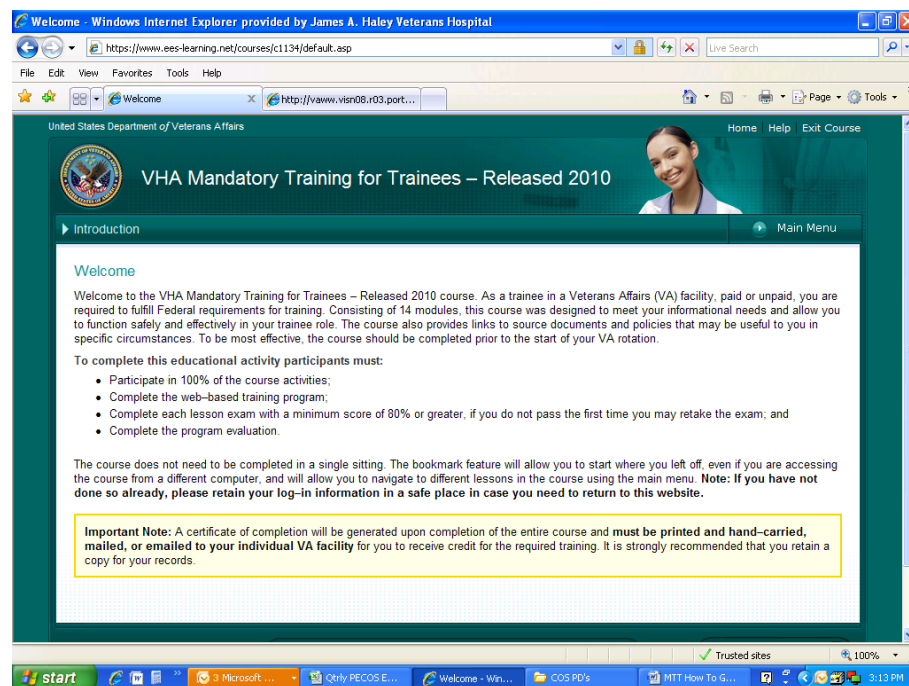

4. Once logged in, click the orange Search tab in the far right hand corner. Next, type in "Mandatory Training for Trainees" in the Keyword field.

5. Click the "Sign Up" link
6. The course is now assigned to you. Click the VHA Mandatory Training for Trainees Link.

7. You may now complete the course. Once the course is completed, a certificate will be generated for you. Please be sure to include this certificate with your application packet.

For technical assistance, please contact the Employee Education System Help Desk at 1-866-496-0463 between the hours of 8:00 AM and10:00 PM EST or email eeswbthelp@va.gov